

**COUNTY OF PLACER**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**COMMUNITY HEALTH**

To: All Interested Parties

From: Placer County Health and Human Services, Community Health  
Strengths and Assets Promotion

Date: September 1, 2004

Subject: Request for Community Youth Development Grant Proposals

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*Helping young people grow up healthy, caring, and responsible!*

**ANNOUNCEMENT**

Proposals for Community Youth Development Grants are currently being accepted by Placer County Health and Human Services.

- Grants will be awarded up to a maximum of \$3,000.
- Applications will be accepted until **4:00 p.m. on Friday, October 8, 2004. Late applications and faxed copies will not be accepted.**
- Funds must be spent prior to June 30, 2005.

**GRANT FOCUS**

**Grant applicants are required to use a youth development approach.** Positive youth development reduces the likelihood of problem behaviors such as violence, teen pregnancy, and the use of alcohol and other drugs. A youth development approach supports youth in acquiring the personal and social strengths needed for successful transition into adulthood. It is an approach that helps youth build strong relationships with others, learn new skills, and give back to the community. While youth development is a life process that everyone goes through, the goal of this approach is to ensure all youth experience the process positively.

Research has shown that successful youth development programs support the healthy development of children and adolescents by offering them opportunities to:

- Build close relationships with peers and adults and develop a sense of belonging in an environment of physical and social safety
- Have input and make decisions regarding the activities they take part in, the rules they abide by, and the setting where they spend their time
- Take on meaningful roles that involve responsibility and opportunities for leadership
- Become involved in the larger community and make real contributions while broadening their knowledge and understanding of the world around them.
- Be exposed to a wide range of challenging and interesting learning experiences that help them build understanding, skills, and competencies.

**In order to be funded, applicants must use the youth development approach and clearly demonstrate:**

- Youth are partners with adults in the project
- Youth are involved and have meaningful input in the development of the project
- Youth are key in the organization and implementation of activities
- The group of youth that will participate is identified and committed – (This does not mean we need exact names of all participants. It does mean that a group has been involved in the conception and planning and that the grant applicant can demonstrate there is interest from enough youth to successfully implement the project. Recruitment of youth from diverse sources is preferred.)

## **ELIGIBLE APPLICANTS**

The Health and Human Services grant is designed to serve Placer County youth living in Placer County. Qualified applicants for funding include, but are not limited to schools (must be outside or in addition to regular classroom, curricular day), businesses, corporations (non and for profit), government agencies, commissions, faith groups, committees, service groups, youth organizations, and community members. (Community members must partner with an organization for fiscal management of grant. For example, a parent may partner with a local service club, youth organization, PTC, church, etc.)

## **STIPENDS**

Stipends may be used for services rendered to your project; such as an artist or specialist to work with youth. Stipends **cannot** be used to pay for salaries and benefits of an employee or support an organization's general fund.

## **DECISIONS AND NOTIFICATION**

Grants will be scored based on the grant proposal guidelines and demonstration of youth development guidelines described. A panel of HHS prevention staff, youth, and representatives from outside agencies and the community will review the grants and make funding recommendations. Applicants will be notified of award status during the week of December 8<sup>th</sup>.

## **REPORTING**

- If selected, grantee submits a single invoice to Placer County HHS, Strengths and Assets Promotion for their full grant award in advance.
- If selected, a final project report will be required describing project activities, project data, and outcomes due on **May 30, 2005**.
- Funded applicants will be required to capture stories or anecdotal evidence that the project made an impact or a difference for a participant(s).
- A budget report detailing how prevention funds were spent will be required and must include a discussion of any discrepancies from the proposed budget.
- Failure to turn in a final report on time will disqualify applicant for future funding.

## **SUBMITTING YOUR PROPOSAL**

- Proposals are **due by 4:00 p.m., Friday, October 8, 2004**
- All pages use **Times/Times New Roman, 12-point font**
- Submit the **original and seven unbound copies**.

- Proposals may be submitted ***only*** to the following address: Placer County Health and Human Services, Community Health, 11484 B Avenue, Auburn, CA 95603
- Proposals will be **disqualified if proposal structure is not followed** (see attached page)
- **No faxed copies will be accepted**
- **Late proposals will not be accepted**

**Submit proposal and copies to:**

Placer County Health and Human Services, Community Health  
Strengths and Asset Promotion Program  
11484 B Avenue  
Auburn, CA 95603

For further information:

Shari Crow (530) 889-7238

Amy Gonnella and Kara Sutter (530) 889-7179

**YOUTH DEVELOPMENT GRANT TECHNICAL ASSISTANCE WORKSHOP**

The Strengths and Assets Promotion team would like to invite you and/or a member of your staff and youth to participate in the Grant Technical Assistance Workshop. This workshop will offer applicants the opportunity to receive guidance, technical assistance, and participate in a Q & A session on the current Youth Development RFP. The workshop will be offered on:

Monday, September 13

Placer County Office of Education, Main Office

A/B room

360 Nevada St.

Auburn.

The first workshop session will be held at 11:00 am – 12:30 pm and then repeated at 4:00 pm – 5:30 pm. **To attend either session RSVP to 530 889-7238.**

# COMMUNITY YOUTH DEVELOPMENT GRANT PROPOSAL GUIDELINES

(3-5 pages)

## Selection Criteria

Applications will be reviewed and scored by HHS prevention staff, youth, and representatives from outside agencies and the community. The following selection criteria will be used to evaluate applications under this proposal. The maximum score for each criterion is indicated in parentheses. Grant proposals should be succinct, well organized, and follow the structure outlined below. All categories must be addressed (**omission of categories will result in disqualification**).

### Cover Page and Copies of Grant - (5 points)

- Proposal title
- Amount requested
- Name of applying organization
- Contact name and original signature
- Address/Phone/E-mail/Fax
- Submission date
- Original plus seven unbound copies of grant

### History - (5 points)

- A **brief** history about your agency/group
- What training and/or experiences do grant organizers have that support your youth development proposal?

### Project Description – (40 points)

- Describe the youth development project you are proposing with
  1. a summary paragraph followed by
  2. a detailed description of all aspects of the project and specific activities.
- State clearly how youth will be involved/the roles they will fulfill in the project
- Describe participant recruitment, including the estimated numbers of youth and adults to be involved

### Youth Development – (15 points)

- Describe how your project meets the definition of youth development as stated in the announcement

### Connections and Collaboration - (5 points)

- Describe how you will collaborate with other agencies/groups to implement the proposed project (actual collaborators; not proposed)
- Are there other agencies/ groups addressing the problem or providing similar services? How will you collaborate with them?

### Outcomes – (10 points)

- Describe the project's goal(s)
- What opportunities for youth does your agency/group propose to address?
- How will the project positively impact youth?
- How will you measure the success of the project? (examples may include stories that capture the essence of your project, videos, focus groups, written reflection, pre/post tests, etc.)

### Work Plan – (10 points)

- In chart or simple list format, define project's main activities with a timeline

### Budget (10 points)

Failure to include a **complete** proposed budget will result in disqualification

- Amount of funding requested for project
- Provide a proposed budget to include:
  - line item detail on how funding will be used
  - other funding sources

## GRANTEE PROPOSAL CHECKLIST

### \_\_\_ Title page

- Proposal title
- Amount requested
- Name of applying organization
- Contact name
- Original signature of applicant or designee
- Address, Zip
- Phone number
- Fax number
- Email address
- Submission date

### \_\_\_ Original and 7 unbound copies (use appropriate size binder clip)

### \_\_\_ History

### \_\_\_ Project Description

### \_\_\_ Youth Development

### \_\_\_ Connections

### \_\_\_ Outcomes

### \_\_\_ Work Plan

### \_\_\_ Budget

Students who feel deeply connected don't need danger to feel fully alive. They don't want to hurt others or themselves. Out of connection grows compassion and passion----passion for people, for student's goals and dreams, and for life itself

*~Rachel Kessler  
Director for Social and Emotional  
Learning*